

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Oversight Committee		
Policy Number: 223.01	Effective Date: 6/20/17	Page Number: 1 of 5
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections that all institutions will develop and administer an Oversight Committee. The purpose of the Oversight Committee is to facilitate the Offender Management Process with relation to scheduling and monitoring the offender work detail and program assignments. The committee shall meet frequently to improve lines of communication, operations of the facility, resolve conflicts, and to develop plans/procedures to complement each department through consistent objectives and methods of delivery. This enables each member to better understand the roles of the other institutional departments and the facility as a whole. The Oversight Committee's members are appointed by the Warden/Superintendent, and are comprised of personnel from all institutional departments and key operational areas.

II. Authority:

A. ACA Standards: 4-4004 and 4-4423.

III. Definition:

A. **Offender Management Process** - The process that management uses to expedite the daily operation of the institution, e.g., work details, library, chapel, medical appointments, recreation. This process entails the computerized program used for offender information and scheduling (i.e. SCRIBE) and non-computerized procedures (count procedures, etc.)

IV. Statement of Policy and Applicable Procedures:

A. It shall be the responsibility of the Warden/Superintendent of each institution to appoint members of the Oversight Committee. Members shall be selected from the available staff at the facility, and shall be comprised of staff members representing all of the major activities and departments of the institution.

1. Areas for membership recruitment shall include, but is not limited to:
 - a. Deputy Warden Care & Treatment;

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- b. Deputy Warden Security;
 - c. Deputy Warden Administration;
 - d. Captain;
 - e. Split Shift Supervisor Security;
 - f. Business Manager;
 - g. Chief Counselor;
 - h. Food Service Director;
 - i. Operations Analyst;
 - j. Medical Director;
 - k. Unit Manager(s);
 - l. SMU Supervisor (where applicable);
 - m. Mental Health Director (where applicable); and
 - n. Health Services Administrator.
2. If a position/job in a particular activity area or department has not been posted or filled, the person performing the duties of that position (whether permanently or not) shall serve on the Oversight Committee.
 3. The Warden/Superintendent shall appoint the Deputy Warden Care & Treatment, Deputy Warden Security, the Deputy Warden of

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Administration, or Unit Manager to the role as Chair of the Oversight Committee.

B. The Oversight Committee shall, at minimum, do the following:

1. Focus on the continuous improvement of the operations of the Facility;
2. Conduct, at minimum, one monthly meeting that is focused on resolving operational problems, as well as identifying and improving existing operations;
3. Review and evaluate existing procedures, and formulate enhancements to said procedures;
4. Plan and implement new procedures/enhancements; and
5. Improve lines of communication between the departments and functional areas of the facility.

C. The duties of the Oversight Committee Chair shall include the following:

1. Reporting to the Warden/Superintendent the status, findings, and progress of the Oversight Committee. All decisions shall be subject to the review and approval of the Warden/Superintendent;
2. Scheduling meetings and sharing new, pertinent information with the members.
3. Verifying that the following procedures are being followed concerning meeting minutes:

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- a. Minutes are taken and published with all interim and/or final solutions within three (3) business days of the meeting's adjournment;
- b. Minutes are reviewed and signed by all Deputy Wardens of the institution, and a copy is forwarded to the Warden/Superintendent;
- c. Copies are furnished to each representative or alternates before the next scheduled meeting;
- d. Minutes from each Oversight Committee meeting are discussed by all Departmental supervisors during regularly scheduled staff meetings;
- e. The status of every interim solution is presented at the next meeting, before new business is introduced; and
- f. All meeting minutes are kept on file for 24 months.

D. The duties of all Oversight Committee Members, shall include:

1. Identifying and developing activities/procedures that will improve the overall effectiveness and efficiency of the facility;
2. Bringing any new or modified activities/procedures from their department before implementing them to the Oversight Committee's attention, so that open and constructive discussion can take place. This ensures that activities/procedures will not conflict with other areas. During the Oversight Committee's discussion, the Committee will make a unified decision on any needed adjustments or additions to the activities or procedures to ensure the activities or procedures improve the operations of the facility and helps to achieve the goals and mission of both the institution and GDC.

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3. Bringing issues or concerns to the Oversight Committee's attention so that open discussion can take place and joint decisions can be made on necessary actions. This will not only help all departments and areas of operation, but will also improve the overall success of the facility's operation.
 4. Ensuring that staff are informed and updated on any new activities, procedures, or decisions made by the Oversight Committee. This pertains not only to activities or procedures that directly affect an individual department or operational area, but also those actions which indirectly impact institutional departments or operational areas. This will enable staff to have a better understanding of the overall functions of the facility and to provide a way of obtaining feedback. This can be accomplished through staff meetings and shift briefings.
- E. The duties of the Administrative Assistant 2 (AA2) relating to the Oversight Committee shall include, but are not limited to, the following:
1. Providing direction and leadership on integrating the discussions of the Oversight Committee into the facility's Offender Management Process; This is accomplished by the following:
 - a. Providing reports to the Oversight Committee with respect to the different options (computerized or non-computerized) that can be used to implement any decision made by the Committee.
 - b. Advising the Oversight Committee of the advantages and disadvantages of each option and a recommendation of which option the AA2 would recommend and why.
 2. Supplying to the Oversight Committee any necessary reports/data so that the Committee can make better decisions and provide this information in a timely and useful form. Said reports and data will show details such as:

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trends of the facility, percentage of goals met, and overall performance of the facility; and

3. Bringing to the attention of the Oversight Committee any new or technical enhancements to the Department's systems (i.e. SCRIBE) that can be used to further increase the effectiveness and efficiency of the facility, along with recommendations on how the new technical enhancement can best be used.

V. Attachments: None.

VI. Record Retention of Forms Relevant to this Policy: None.